

Brenchley Preschool Whistleblowing Policy and Procedure 2023



Key Details

Designated Safeguarding Lead: Zena Ames

Deputy Safeguarding Lead: Sian Scovell

Chair of the Committee with responsibility: Vic Relle

Date written/updated: September, 2023

Date agreed and ratified by Committee: September 2023

Date of next review: September 2024

This policy will be reviewed at least annually and/or following any updates to national and local guidance and procedures.

	Name	Contact information
Designated Safeguarding Lead (DSL)	Zena Ames	01892 724261 brenchleyzena@gmail.com or brenchley.preschool@gmail.com
Deputy Designated Safeguarding Lead and Manage	Sian Scovell	01892 724261 brenchley.preschool@gmail.com
Other key staff	Victoria Relle – Chair of the Committee	01892 730307 victoria.goldsmith@ubs.com

Whistleblowing

Scope and aims of the policy

1. This policy seeks to ensure that any concerns within Brenchley Preschool are taken seriously and has regard given at all times to the care and safety of all members within the Brenchley Preschool community.
2. This policy applies to all staff including the committee, practitioner's, any support staff, external contractors, visitors, volunteers and other individuals who work for or provide services on behalf of the school (collectively referred to as staff in this policy) as well as children and parents/carers.
3. Safeguarding "is everyone's responsibility" and everyone who comes in to contact with children and families has a role to play. We therefore have a duty to ensure that we are providing the children with best care possible and sharing any concerns we may have.

What is Whistleblowing?

4. As defined by the NSPCC (2023) "Whistleblowing is when someone raises a concern about a dangerous or illegal activity or any wrongdoing within their organisation"
5. "Raising a concern" is known as "blowing the whistle" and is a vital process for identifying risks.
6. Sharing information is the first step to this and we all have a responsibility to ensure we are taking those steps.
7. This is also supported by various other legislation and policies, including but not limited to the Public Interest Disclosure Act 1998, Early Years Foundation Stage Framework, OFSTED, Working Together to Safeguard Children.

Policy and procedures

8. At Brenchley Preschool we hold high expectations and expect all members of staff and the Brenchley Preschool community to work with the best interests of the children in mind. *"Every child deserves the best possible start in life and support that enables them to fulfil their potential" (Early Years Foundation Stage, EYFS, 2021).*

9. Brenchley Preschool encourages staff members to come forward and voice their concerns, rather than overlooking them or think they will not be taken seriously. Safeguarding is at the forefront of everything we do.

How to raise a concern

10. The first point of call when you have a concern about malpractice, should be the Designated Safeguarding Lead (Zena Ames, DSL).
11. However we recognise that this may not always be appropriate, therefore the next in line would be the Deputy Safeguarding Lead (Sian Scovell, Manager).
12. In this instance if it is not appropriate to speak to either members of staff, then concerns should be raised with the Chair of the Committee (Vic Relle).
13. It would be beneficial if the concerns were raised in writing as details could be included to gain a full picture, such as names, dates, times, concerns, with as much detail as possible. However this can be completed after, the main thing is to express your concerns as soon as you are able to, whether that is in writing, face to face or via the phone.
14. If you do not wish to put your concerns in writing, then please be aware that the person you are making the complaint to, has a duty to complete a written record of the discussion/interview, then you will be asked to sign the record to confirm the nature of the complaint is recorded correctly.
15. You will not be expected to prove your concerns or allegations, however you will be asked to demonstrate that there are sufficient grounds that form your concern.
16. You should not alert the person(s) that you are making allegations against them.
17. You should not 'investigate' yourself or delay in reporting concerns to build up more evidence.
18. You should not tell anyone else other than the designated people
19. If you are unsure as to whether you have a concern or not, then the Designated Safeguarding Lead, Deputy Safeguarding Lead and Chair of the Committee are all available if you wanted to talk things through with those.
20. All staff members are also able to contact the LADO team (Local Authority Designated Office) for support and advice (anonymous if required). There is also a dedicated Whistleblowing advice Line provided by the NSPCC, so there is another area for advice, again anonymous if required.

What happens after a concern has been raised?

21. The relevant person who you made the concern or complaint to, will implement the appropriate actions and procedures as soon as possible. You will receive a copy of any written records or statements you have made, along with an acknowledgment regarding the concern you raised.
22. Dependent on whom you shared your concerns with will determine a time scale and how long it will take to investigate the concern or allegations. The Designated Safeguarding Lead (Zena Ames), Deputy Safeguarding Lead (Sian Scovell) or Chair of the Committee (Vic Relle) all have a duty to share the concerns raised and would seek advice from appropriate channels, including the LADO team. This would ensure that the investigation follows the correct procedures.
23. You will usually be kept as informed as possible about the progress and any conclusions of the investigation.
24. Any action taken against the person accused will vary dependent on the situation, allegations, outside agencies involved, advice given and policies/procedures that are in place, over the course of the investigation. Rest assured that it will be being dealt with appropriately.

Important information

25. Confidentiality – The person who you reported your concerns to will aim to maintain confidentiality and protect a person's identity, however in some circumstances, the identities may need to be revealed whether it is the person accused or the complainant being asked for further evidence.
26. Anonymous complaints – These are always much harder to investigate, however they will always be looked at and reviewed.
27. Untrue allegations – If the allegations are discovered to be unfounded and malicious, then action may be taken against the person making the false allegations. If the allegations are made in good faith but simply could not be proven through investigation then no action will be taken.
28. If in doubt please just share your concerns.

Safeguarding Contacts

The Designated Safeguarding Lead is Zena Ames, 01892 724261, brenchleyzena@gmail.com or brenchley.preschool@gmail.com

The Deputy Designated Safeguarding Lead is Sian Scovell, 01892 724 261 brenchley.preschool@gmail.com

Area Safeguarding Advisor – 03000 423158

LADO Team – 03000 410888 kentchildrenslado@kent.gov.uk

Integrated Front Door (03000 41 11 11) (Out of hours 03000 41 91 91)

Children's Social Services Non-emergency 03000 41 61 61

Chairman of the Committee is Vic - 01892 730307 victoria.goldsmith@ubs.com

NSPCC Whistleblowing help line for advice and support 0800 028 0285 or email help@nspcc.org.uk

This Policy was reviewed at a Committee Meeting, held on

1st September 2023

Mrs Victoria Relle – Chairman of Brenchley Pre-School Limited

Brenchley Preschool Whistleblowing Policy and Procedure 2023



Staff Member	Signature	Date
Sian		
Helen		
Zena		
Kirsty		
Sarah		
Trina		
Claire		
Eryn		
Lucy		
Elaine		

This is a core policy that forms part of the induction for all staff. It is a requirement that all members of staff have access to this policy and sign to say they have read and understood its contents.